

## **Administrative Office Support Assistant**

The Missouri Department of Labor and Industrial Relations, Division of Workers' Compensation, Insurance Unit, is seeking to fill an Administrative Office Support Assistant position in their Jefferson City Office.

**Salary:** \$1,134.50 – 1,564.50 twice monthly

### **Major Job Components:**

- Maintain the Employer & Self Insurance databases. Enter employers data for new self insured employer applications, Trust applications and trust member applications. Identify and correct record errors and duplicate records in the employer database involving employer and insurer. This involves independently investigating case data to determine the correct information and correcting or moving cases or other data tied to the case to insure that accurate information is associated with each case, employer or insurer.
- Review the daily EDI Self Insured Error reports. Identify the error(s) and confirm the correct information. Once a determination has been made, accept or reject the filing. Contact the submitter as needed to prevent recurrence.
- Update database for changes in third party claims administrators and make corresponding changes to existing cases in database.
- Assist in processing applications to self-insure, general administration and claims audits by preparing specialized computer reports as requested using Excel, Access and other data base software.
- Serve on mailroom rotation. Sort, identify and distribute all mail delivered to the Division. Organization and general filing of unit records. Preparation of unit records for state archives. Submission and recall of unit's records from state archives using the SMART System.
- Scanning and indexing of self- insurance program records.
- Provide administrative support for unit manager, self-insurance financial analysts and claims auditors. Backup unit SOSA position to process mail, answer phones, process checks for the Unit. Compose and type correspondence involving some interpretation and application of established policies and procedures.

### **Knowledge, Skills and Abilities**

3-5 years experience in use of computer data bases and data, particularly relational databases, preferred.

5 years experience with Microsoft Word, Excel and Access, preferred.

One or more years as a Senior Office Support Assistant with the Missouri Uniform Classification and Pay System and experience interacting with the public; and possession of a high school diploma or proof of high school equivalency.

Four or more years of office or related clerical and experience interacting with the public; and possession of a high school diploma or proof of high school equivalency.

Training from an accredited vocational or business school in Office Management, Secretarial Science, or a closely related area may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours, or 480 clock hours, for one year.

Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours for one year.

If you are interested in a possible applying, email your completed application [http://labor.mo.gov/sites/default/files/pubs\\_forms/2396-AI.pdf](http://labor.mo.gov/sites/default/files/pubs_forms/2396-AI.pdf) and college transcript(s) to [humanresources@labor.mo.gov](mailto:humanresources@labor.mo.gov) or fax to 573-751-3668. Applicants have through November 28, 2016, to submit an application.

Inquires may be directed to Jean Padgett at (573) 751-3589 in Human Resources.

Please review the minimum qualifications at: <http://oa.mo.gov/personnel/classification-specifications/0004>